

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

COURSE SYLLABUS FORM

| WEX425 Workplace Experience II | | | | | | | |
|---------------------------------------|--------------------|---------------|--------------|--------------------|-------------------|---------------|-------------|
| Course Name | Course Code | Period | Hours | Application | Laboratory | Credit | ECTS |
| Workplace Experience II | WEX 425 | 7 | 6 | 6 | 0 | 3 | 4 |

| | |
|---|---|
| Language of Instruction | English |
| Course Status | Compulsory |
| Course Level | Bachelor |
| Learning and Teaching Techniques of the Course | On the Job Learning, Reporting, Communication, Group Work |

Course Objective

The activities carried out in the workplace experience course will provide candidates with various skills that will enable them to become an experienced employee. The students' progress in understanding the future profession and gaining the competencies constituting the profession will be evaluated by the university instructors who are in close cooperation with them and the application trainers and mentors who have gained experience in their work.

Learning Outcomes

The students who succeeded in this course will be able;

1. To suggest at least five accepted ideas for workplace based on their observations and experience.
2. To have the thesis proposal accepted by the workplace managers and the department, on the condition that the graduation thesis is related to at least one problem of the company and the company where he/she has workplace experience.
3. To participate as an observer in the negotiations of the company with which he has work experience outside the workplace.
4. To form a business team and determine the performance requirements of the team.
5. To offer opinions and suggestions about technologies used in the workplace.
6. To put forward opinions/opinions on the strategic plans of the workplace.
7. To make business-related correspondence in Turkish and/or English.
8. To know and apply ethical rules in their work.
9. To presenting a report to the senior management that will raise awareness in the workplace on sustainability

Course Outline

Students make observations and experience in the workplace one day of the week. Students take this course in business environment. The tasks and activities of the vocational candidates in this course should provide them with the opportunity to observe experienced superiors and workplace trainers on-the-job, to work individually with the students, even if they are limited.

Weekly Topics and Related Preparation Studies

| Weeks | Topics | Preparation Studies |
|--------------|---|---|
| 1 | Orientation Week | Orientation Week |
| 2 | Orientation Week / Workplace Experience | Orientation Week / Workplace Experience |
| 3 | Workplace Experience | Workplace Experience |
| 4 | Workplace Experience | Workplace Experience |
| 5 | Workplace Experience | Workplace Experience |
| 6 | Workplace Experience | Workplace Experience |
| 7 | Workplace Experience | Workplace Experience |
| 8 | MIDTERM EXAM | |
| 9 | Workplace Experience | Workplace Experience |
| 10 | Workplace Experience | Workplace Experience |
| 11 | Workplace Experience | Workplace Experience |
| 12 | Workplace Experience | Workplace Experience |
| 13 | Workplace Experience | Workplace Experience |
| 14 | Workplace Experience | Workplace Experience |
| 15 | Workplace Experience | Workplace Experience |
| 16 | FINAL EXAM | |

Textbook(s)/References/Materials:

□ No textbook required

| Assessment | | |
|---|---------------|--------------------------------|
| Studies | Number | Contribution margin (%) |
| Active Participation | | |
| Lab | | |
| Application | 16 | |
| Field Study | | |
| Course-Specific Internship (if any) | | |
| Quizzes / Studio / Critical | | |
| Homework | | |
| Presentation | | |
| Projects | | |
| Report | | |
| Seminar | | |
| Midterm Exams / Midterm Jury / Mentor Report | 1 | 40 |
| General Exam / Final Jury | 1 | 60 |
| | Total | 100 |
| Success Grade Contribution of Semester Studies | | 40 |
| Success Grade Contribution of End of Term | | 60 |
| | Total | 100 |

| ECTS / Workload Table | | | |
|---|---------------|-------------------------|-----------------------|
| Activities | Number | Duration (Hours) | Total Workload |
| Course hours (Including the exam week: 16 x total course hours) | | | |
| Laboratory | | | |
| Application | 16 | 6 | 96 |
| Course-Specific Internship | | | |
| Field Study | | | |
| Study Time Out of Class | | | |
| Presentation / Seminar Preparation | | | |
| Projects | | | |
| Reports | | | |
| Homework | | | |
| Quizzes / Studio Review | | | |

| | | | |
|--|------------------------|---|-----|
| Preparation Time for Midterm Exams / Midterm Jury | 1 | 6 | 6 |
| Preparation Period for the Final Exam / General Jury | 1 | 6 | 6 |
| Total Workload / 25 | (108/25 = 4,32) | | 108 |
| ECTS | 4 | | |

Relationship Between Course Learning Outcomes and Program Competencies

| No | Learning Outcomes | Contribution Level | | | | |
|------------|---|--------------------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| L01 | To suggest at least five accepted ideas for workplace based on their observations and experience. | | | | | x |
| L02 | To have the thesis proposal accepted by the workplace managers and the department, on the condition that the graduation thesis is related to at least one problem of the company and the company where he/she has workplace experience. | | | | | x |
| L03 | To participate as an observer in the negotiations of the company with which he has work experience outside the workplace. | | | | | x |
| L04 | To form a business team and determine the performance requirements of the team. | | | | | x |
| L05 | To offer opinions and suggestions about technologies used in the workplace. | | | | | x |
| L06 | To put forward opinions/opinions on the strategic plans of the workplace. | | | | | x |
| L07 | To make business-related correspondence in Turkish and/or English. | | | | | x |
| L08 | To know and apply ethical rules in their work. | | | | | x |
| L09 | To presenting a report to the senior management that will raise awareness in the workplace on sustainability | | | | | x |

| Relationship Between Course Learning Outcomes and Program Competencies | | | | | | | | | | | |
|--|--|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|--------------------|
| No | Program Competencies | Learning Outcomes | | | | | | | | | Total Effect (1-5) |
| | | LO1 | LO2 | LO3 | LO4 | LO5 | LO6 | LO7 | LO8 | LO9 | |
| 1 | Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting. | X | | X | | X | X | | | X | 5 |
| 2 | Evaluate, follow, absorb and transfer new information in the field of international trade. | X | X | X | | X | | | | X | 5 |
| 3 | Conduct market research, carry out projects and develop strategies for a business to open up to international markets. | X | X | X | X | | | | | X | 5 |
| 4 | Use knowledge of national and international trade law and legislation in the management of international commercial operation processes. | X | X | | X | | | | X | X | 5 |
| 5 | Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning. | | | | X | X | | X | X | X | 5 |
| 6 | Have the ability to apply her theoretical knowledge in real life, with the experience she will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics. | X | X | X | | X | | | | X | 5 |
| 7 | Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations. | X | | X | X | | X | | | X | 5 |
| 8 | Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge. | X | X | | | X | | X | | X | 5 |
| 9 | Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance. | X | X | X | | | X | | | X | 5 |
| 10 | Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field. | X | X | X | | | | | X | X | 5 |
| 11 | Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English. | X | X | X | | | X | | | X | 5 |
| 12 | Gain professional competencies to take charge in national and international businesses, public and private sector organizations | X | | | | X | X | X | | X | 5 |
| 13 | Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions. | X | X | | X | | | | X | X | 5 |
| Total Effect | | | | | | | | | | 65 | |

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209>

<https://www.ostimteknik.edu.tr/international-trade-and-finance-232>

Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.

Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.

Projects: Not applicable

Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.

Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.